



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date March 9, 1976		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE			
2. Agency Application No. 3240-002				Date Received APR 13 1976		Application No. 76-127	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Financial Services Division Instructional Materials Unit Room 224, 12 Mitchell Street, Atlanta, Georgia 30334				4. Person to Contact Paul Goethe		Date Completed APR 28 1976	
				5. Working Title Assistant Director		6. File No. 656-2404	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.							
8. Earliest & Latest Dates of Series 1958 to date		9. Exact Series Title Textbook Correspondence and Agreements Files					
10. What is the function of the office in which this record series is created? The Financial Services Division administers the proper statewide distribution of APEG allotments and payments, state capital outlay funds and federal funds under Public Law 93-380, IV, B with financial analysis and review to aid local systems in management and legal use of all funds. The Instructional Materials Unit provides leadership activities that will assist local education agencies to plan and implement functional programs in the areas of basic textual materials, Part B, ESEA Title IV, NDEA Title III-A, ESEA Title II, Public Law 93-380, and Title III Federal Impact Aid programs, 874 general operational funds and 315 building funds.							
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Adopting Textbooks ^{use in} for the State of Georgia. Included are: General correspondence and agreements between publishers and the State. File is arranged: Alphabetically by publisher.							
ATTACH SAMPLES OF THE FILE							
12.							
EQUIPMENT OCCUPIED		No. of Drawers	CU. FT. OF RECORDS	ANNUAL RATE OF ACCUMULATION		No. of Drawers	
Letter-size File Drawers		6				CU. FT. OF RECORDS	
Legal-size File Drawers		13		Floor Space Occupied (Square Feet)		In Office(s)	
Record Center Boxes			4			In Storage Area(s)	
				AVERAGE DAILY REFERENCES		This Year's	Last Year's
						10	6
						6	6
						6	6

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 5 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
Walker L. Baumgardner	3/19/76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	W. L. Baumgardner	4/9/76
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Smith	4-22-76
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carroll Hart	4-22-76
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Robert H. Shell	4-28-76

STATE RECORDS
COMMITTEE